

JUN 1 - 2002

JAMES R. HENSEN, CLERK  
DEPUTY  
SPOKANE, WASHINGTON

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WASHINGTON

IN RE ) GENERAL ORDER

NO. 100-02-1

ELECTRONIC AVAILABILITY OF  
CASE FILE INFORMATION IN  
CIVIL CASES, EXCEPT SOCIAL  
SECURITY CASES.

In compliance with the policy of the Judicial Conference of the United States, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all pleadings filed with the Court, including exhibits thereto, unless otherwise ordered by the Court.

- a. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.

1           d.    **Financial account numbers.**  If financial account numbers  
2                   are relevant, only the last four digits of these numbers  
3                   should be used.

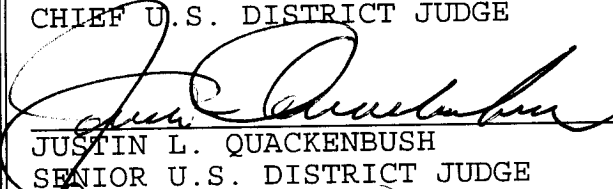
4   If there is a legitimate need for this information, it should be  
5   requested during discovery.  Answers to discovery are not filed with  
6   the Court and, therefore, not subject to the redaction provisions of  
7   the policy unless and until they are attached to or included in a  
8   pleading filed with the Court.

9           The responsibility for redacting these personal identifiers  
10          rests solely with counsel and the parties.  The Clerk will not  
11          review each pleading for compliance with this rule.

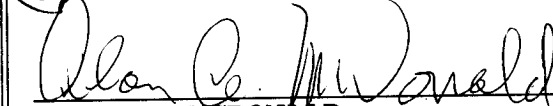
12  
13           DATED this 1<sup>st</sup> day of June, 2002.

14  
15           

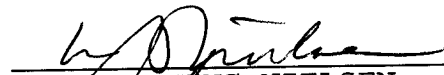
16           FRED VAN SICKLE  
17           CHIEF U.S. DISTRICT JUDGE

18           

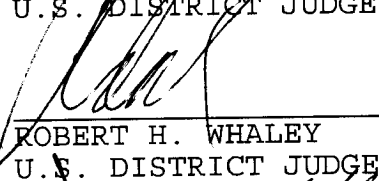
19           JUSTIN L. QUACKENBUSH  
20           SENIOR U.S. DISTRICT JUDGE

21           

22           ALAN A. MCDONALD  
23           SENIOR U.S. DISTRICT JUDGE

24           

25           WM. FREMMING NIELSEN  
26           U.S. DISTRICT JUDGE

27           

28           ROBERT H. WHALEY  
29           U.S. DISTRICT JUDGE

30           

31           EDWARD F. SHEA  
32           U.S. DISTRICT JUDGE